



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

23 June 2021

Division MEMORANDUM

No. 489, s. 2021

To : Chiefs of SGOD and CID
Education Program Supervisors
Public Schools District Supervisors / District-in-Charge
Senior Education Program Specialists / Education Program Specialist II
School Heads / Teachers-in-Charge
Teachers and Master Teachers
This Division

**TRAINING PASSBOOK FOR TEACHERS AND SCHOOL HEADS
IN DEPED-SURIGAO DEL SUR**

1. Learning and Development (L&D) is the process by which this division provides professional development activities to enhance individuals with knowledge, skills, and attitudes to enable them to perform their functions effectively. Activities under this are trainings, seminars, workshops, conferences, orientations, scholarships, and job-embedded learning.
2. Pursuant to item no. 11 of the DepEd Order No. 032, s. 2011 re: Policies and Guidelines on Training and Development Programs and Activities, a **Training Passbook** for listing priority training needs and corresponding L&D activities attended shall be accomplished by both Teaching and Non-Teaching personnel.
3. During face-to-face delivery, each head of office such as school head for school-based L&D initiatives or by the Program Owner for other level shall sign the Training Passbook for accountability purposes.
4. The **Training Needs** must be in coherent with the needs identified by the teacher or school head in their respective Individual Development Plan (IDP), which is Part IV of their Individual Performance Commitment and Review (IPCR) and must also be based on the results of the electronic Self-Assessment Tool (e-SAT).
5. The Training Passbook shall be presented by the participant to the Program Owner upon his or her attendance to the face-to-face training.
6. Under the **Training Utilization** of the passbook, the immediate superior of the participant shall sign after indicating their remarks which must also be consistent with their remarks during the Classroom Observation, clearly stating whether or not the training has addressed the need thereby improving the participant's performance at work.



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Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH909100102

DC No: I-OSDS--002



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7. All teachers and school heads must keep their Training Passbook updated as its content will be integrated once the Learning and Development Information System (LDIS) is updated by the IT Officer and ready for use in July 2021.
8. All Learning and Development Programs attended outside DepEd must also be included in the passbook but will not be inputted in the LDIS.
9. The template can be accessed through this link:
<https://tinyurl.com/SurTrainingPassbook>
10. Immediate dissemination of and compliance with this memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: (1) TEMPLATE FOR TRAINING PASSBOOK

References: as stated

To be indicated in the Perpetual Index
under the following subjects:

HRD	L&D	TRAINING PASSBOOK	TEMPLATES
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MAN/DM- TRAINING PASSBOOK FOR TEACHERS AND SCHOOL HEADS IN DEPED-SURIGAO DEL SUR

229 /JUNE 23, 2021



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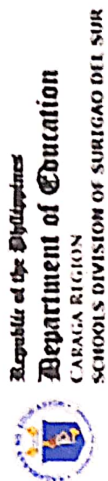
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Enclosure 01 of Division Memorandum No. ____, s. 2021



SCHOOL YEAR: _____

Training Need # 1

Training Need # 2

Training Need # 3

TRAINING PASSBOOK

Name : _____
Position : _____
Station / School : _____



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Date 06-22-2021
Version V1
DC No F-SCCO-HQ-31



TITLE OF TRAINING

DATE OF TRAINING: _____

VENUE : _____

TRAINING NEED ADDRESSED: _____

CONDUCTED BY: _____

PARTICIPATION APPROVED BY: _____

Signature over Printed Name Position

TRAINING UTILIZATION

DATE: _____

OBSERVED BY: _____

Signature over Printed Name Position

Remarks: _____



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TITLE OF TRAINING

DATE OF TRAINING: _____

VENUE : _____

TRAINING NEED ADDRESSED: _____

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